

PLUS LOAN APPLICATION INSTRUCTIONS

These instructions will assist in guiding you through the PLUS loan application process and show snapshots of various screens that you may encounter while completing your application. It is not meant to be all inclusive.

Go to www.studentloans.gov and sign in using your Parent PIN

The screenshot shows the 'Sign In' section of the StudentLoans.gov website. It features a form with the following fields: Social Security Number, First Two (2) Characters of Last Name, Date of Birth (mm/dd/yyyy), and PIN. A 'Sign In' button is located below the PIN field. To the right of the form, there is a paragraph of text explaining the use of the Federal Student Aid PIN. Below the sign-in form, there are three columns of links under the headings 'Learn More', 'Tools and Resources', and 'Managing Repayment'.

Select Start Plus application

The screenshot shows the 'My Profile' page on StudentLoans.gov. The user is identified as 'SHERI L KNIPE'. The page is titled 'Welcome to StudentLoans.gov'. On the left, there is a navigation menu with various options, including 'Request PLUS Loan', which is highlighted with a red box. The main content area contains a message about verifying personal information and a list of actions to take, such as 'Complete Entrance Counseling', 'Request a PLUS Loan', 'Complete Master Promissory Note', and 'Endorse a PLUS Loan'. On the right, there is a 'Personal Information' section with fields for 'Borrower: Social Security Number', 'Date of Birth', 'E-mail', and 'Confirm E-mail'. There is also a checkbox for 'I would like to receive my correspondence electronically' and an 'Update' button.

Select Parent PLUS

I want to: --Select--

Request PLUS Loan

GMB No. 1845-0103
Form Approved
Exp. Date 04/30/2013

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

The Direct PLUS Loan Application gives the school information they need to create your Direct PLUS Loan. You should verify with the school's financial aid administration office that this is the process they want you to use; some schools may have their own Direct Loan Application.

PLUS loans are available to parents of dependent undergraduate students enrolled at least half time in an eligible program at an eligible school. These are low-interest, unsubsidized loans available to parents to supplement their children's aid package, up to the school's cost of attendance.

Graduate and professional degree students may borrow under the PLUS Loan program up to their school's cost of attendance minus other financial assistance. Other financial assistance includes Direct Subsidized Loans, Direct Unsubsidized loan, scholarships and grants.

What You Need

OR

Select the loan type

Graduate PLUS
(PLUS loan available to graduate/professional students)

Parent PLUS
(PLUS loan available to parent of dependent undergraduate students)

Each section is Highlighted in Green as you complete it.

This will bring you to a Loan Application Process screen. There are 4 tabs and each section must be completed.

Request PLUS Loan (Step 2) - Student and Loan Information
(Federal Direct PLUS Request for Supplemental Information)

1 Personal Information 2 Student & Loan Info 3 Review Application 4 Credit Check & Submit

Borrower: _____ Social Security Number: _____

Award Year: --Select--

You will be asked about deferring your payments and how to handle credit balances – you must check a box.

NOTE: Northwest Iowa Community College's policy is to issue a check to the Parent and not to the student.

You must select State and College Name

You must select to specify the loan amount and put in amount requested.

For each academic year, you may borrow up to - but not more than - the school's cost of attendance, minus the amount of other financial assistance that you receive (if you are a graduate or professional student) or that the student receives (if you are a parent borrower). The school determines the cost of attendance based on federal guidelines. It is important not to borrow more than you can afford to repay, even if you can afford to borrow more.

I want to borrow the maximum Direct PLUS Loan amount for which I am eligible, as determined by the school.

I would like to specify a loan amount.

Loan Amount Requested:

(may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive)

You must review each section of your application. **If necessary**, click edit to correct information.

Request PLUS Loan (Step 3) - Review Application
(Federal Direct PLUS Request for Supplemental Information)

✓ Personal Information > ✓ Student & Loan Info > **3 Review Application** > 4 Credit Check & Submit

Borrower: _____ Social Security Number: _____

Review all information provided and verify that it is correct prior to submitting the loan application.

Award Year: 2011

IMPORTANT NOTICES

Personal Information Edit

Citizenship: U.S. Citizen

You must check the box allowing a Credit Check to be completed.

Request PLUS Loan (Step 4) - Credit Check and Submit
(Federal Direct PLUS Request for Supplemental Information)

✓ Personal Information > ✓ Student & Loan Info > ✓ Review Application > **4 Credit Check & Submit**

Borrower: _____ Social Security Number: _____

For each loan that I request under this application, I authorize the Department of Education to investigate my credit record and report information about my loans to persons and organizations permitted by law to receive that information.

Your PLUS application cannot be submitted without a credit check.

Your credit check results will be sent as part of the application to the schools you have selected.

After a few seconds, you will receive a message stating if your credit has been approved. **YOU ARE NOT DONE!!**

Request PLUS Loan (Step 4) - Credit Check and Submit
(Federal Direct PLUS Request for Supplemental Information)

Borrower: _____ Social Security Number: _____

Congratulations! You have successfully submitted a Direct PLUS Loan request and your credit has been approved. You will receive a confirmation email shortly. The school(s) you selected will be notified within the next 24 hours. If you have questions regarding your loan(s) and/or their status, contact the school's financial aid office.

To view a history of your completed PLUS Loan Applications, click on the PLUS Loan Applications link to the left.

You will be directed to Complete a PLUS Master Promissory for your student. Click on your student's name to go to the MPN. Complete all 4 steps.

To view a history of your completed PLUS Loan Applications, click on the PLUS Loan Applications link to the left.

The next step in this process is to complete a Master Promissory Note (MPN). Loans cannot be disbursed without an accepted Master Promissory Note on file. You may either complete the MPN(s) now, or come back at a later time.

If you are borrowing for more than one student, you will need to complete a separate MPN for each student. Each MPN must be completed in a single session and may take up to 30 minutes to complete.

▶ **What you need**

Please complete an MPN for the following student(s):

▶ [Redacted Student Name]

Your student's name will appear here in Blue. You must click this to get to the MPN.

The following student(s) have a completed MPN:

Under Terms and conditions you must look at each section and as you do a green checkmark will appear by the section reviewed.

Submit Master Promissory Note (STEP 3) - Terms and Conditions

✓ Personal Information → ✓ Personal References → **3 Terms & Conditions** → 4 Review & Sign

Borrower: Social Security Number:

You must read each section of the terms and conditions before proceeding to the next step.

SECTION D: BORROWER REQUEST, CERTIFICATIONS, AUTHORIZATIONS, AND UNDERSTANDINGS

17. This is an Application and Master Promissory Note (MPN) for one or more Federal Direct PLUS (Direct PLUS) Loans. I request a Direct PLUS Loan under this MPN in an amount not to exceed my or (if I am a parent borrower) the student's annual cost of attendance, minus other

You must read each section of the terms and conditions before proceeding to the next step.

- SECTION D: BORROWER REQUEST, CERTIFICATIONS, AUTHORIZATIONS, AND UNDERSTANDINGS
- SECTION E: PROMISE TO PAY - TO BE COMPLETED BY ALL BORROWERS
- SECTION F: MPN TERMS AND CONDITIONS
- SECTION H: IMPORTANT NOTICES

You must checkmark the box stating that you have reviewed this information.

You must type your name for an electronic signature to the MPN.

You must click on Review Master Promissory Note BEFORE you hit the submit button!

Your signature has been authenticated.

You must review your Master Promissory Note (MPN) by clicking the Review Master Promissory Note link. Once you have reviewed your MPN, close the document. Then Click the "Submit" button to submit your Master Promissory Note.

Review Master Promissory Note

Cancel Submit

Your application is complete! You will see a message saying you have completed your MPN.